

Weeding with Workflows:

- List Item report in “Bibliographic” tab
- Avoid Weeding Reports in the “My Copies” tab as they take too long to run
- Make sure to set it to your library
- Enter the cutoff date for material last circulated using the gadget

- The print item tab has options to help determine what the report should include

Here is an example of what you might select to generate a useful weeding list

Please note:

Home location, Item Type and Item Categories are the easiest ways to narrow list reports

You have options!

Dewey range is not a limiter for the Item List report in Workflows. Director's Station can export lists by Dewey range

Contact MSC admin if you don't have a user name in Directors Station

View the [helpful Directors Station tutorial](#)

API is an advanced way for MSC admin to pull information from the system

We can use API to create spreadsheets quickly and send them to you

You will get an Excel file with your whole collection that you can sort in any way you wish

Remember:

Contact MSC staff with any questions before you begin your project

Have MSC staff set up a Missing user for your library if you don't already have one

Weeding with Mobile Circ:

- Deselect=weeding
- Dusty=how long it's been gathering dust
- Leave max circs at 0
- View list and mark items discard or missing from the app
- Select list by Current Location and Item Types

Please note:

Make sure to set up your Missing user in MobileCirc before using the question mark button. This ensures that items are checked out to your specific Missing user rather than the generic one.

The trash can icon changes the home location to Discard. MSC reports do the rest. Once you Discard in MobileCirc you don't need to do anything further in WorkFlows.

The screenshot shows the MobileCirc app interface. On the left is a navigation menu with options: Check In, Renew by User, Renew by Item, In-house Use, Item Status, Holds Pull List, Inventory, **Deselect**, Add User, Modify User, Setup, Offline, Help, and About. The main area shows filters for Library (BELGRADE), Current Location (FICTION), Item Types (All Item Types), Dusty Date (08/01/2013), Maximum Circulations (0), Starting Call #, and Classification (All Classifications). Below these filters is an 'Update List' button. The bottom section displays a table of items with columns: Item ID, Title, Created, Last Activity, and Circulations. The table lists several items, including 'ABU JABER Origin : a novel', 'ALBOM For one more day', 'ALCOTT Little women, or, Meg, Jo, Beth, and Amy', 'ALDERMAN Disobedience', and 'ALLENDE Inés of my soul'. Each item has a trash can icon and a question mark icon to its right. At the bottom of the screen is an 'Apply Changes' button.

Item ID	Title	Created	Last Activity	Circulations
2.0	ABU JABER Origin : a novel	33773100433955	BOOK 10/15/2007 07/30/2013 1	
2.6	ALBOM For one more day	33773100405292	BOOK 01/11/2007 12/29/2012 1	
3.3	ALCOTT Little women, or, Meg, Jo, Beth, and Amy	33773100413643	BOOK 03/28/2007 03/26/2012 1	
2.1	ALDERMAN Disobedience	33773100435505	BOOK 11/03/2007 06/26/2013 2	
2.4	ALLENDE Inés of my soul	33773100465445	BOOK 05/28/2008 02/21/2013 4	